

# St. Sebastian Regional School Scrip Program Guidelines

## **Drop off Orders:**

1. Your child will bring the Scrip Program Envelope or an envelope marked "Scrip Program" into school and give to their teacher in the morning who will have it sent up to the office.
2. Drop off your Scrip Program Envelope to the School Secretary in the morning by 8:30 a.m.
3. If your child is ill and you have an order, please contact the School office and leave a message for the Scrip Coordinator first thing in the morning of the due date or e-mail Amy before 8:30 a.m. (You may want to input your order online and find a way to drop off the check to the school office).
4. Email Amy to make other arrangements at [amyscrip@comcast.net](mailto:amyscrip@comcast.net) before 8:30 a.m.

## **Pick-up Orders:**

1. Orders are filled and will be sent home with the children. An order memo will be included in the order. The memo will need to be signed and returned to school for the Scrip Program files.
2. If the orders are filled earlier than Friday, they will be sent home as soon as they are filled.
3. Contact Amy to make other arrangements (724-872-4516) OR (724-929-5143)
4. If you have an order that is large (\$1,000 or more) your order will be placed in the school office for you to pick-up at the end of the day.

**Payment for Scrips:** You may give **one check** for your total order. All checks are payable to: **Saint Sebastian School**. If you have other family members order thru scrip you can submit their check along with your own. **No cash please**, only check or money order is acceptable. **When you first start the scrips program, you will need to use money orders or certified checks for the first 3 months.** **Also, everyone if your check is over \$1,000 you need to use the following: PNC Bank account, money order, or certified check.**

## **GLSC Updates on Discounts:**

1. Go onto the internet to [www.glscrip.com](http://www.glscrip.com)
2. click onto: "What's New"
3. click onto e-mail subscription.
4. Then input your e-mail and you will receive updates on a regular basis for GLSC vendors.

**Scrip Envelope:** Send your order into school in your Scrip Envelope. We will keep the envelope until your order is filled and send back to you. You don't have to send your envelope in unless you have an order. Unless you need more forms, then send in and we will send back with more forms. However, you can get forms off the school website under Scrips and at school on the bulleting board near the back entrance.

**Memo with Order:** The memo with your order is to confirm you have received your Scrip cards and certificates. Please sign and return to school. Please send back **within 3 days** of receiving your order in your Scrip Envelope or fold in half and put "Scrip Program - Amy Z."

**Kohl's:** You may charge items on your Kohl's credit cards and then order gift cards from the scrip program to pay on your charges. Kohl's and Lowe's are the ones which will allow you to use a gift card to pay on your bill.

**Belle Vernon, PA - Lowe's Home Improvement Store:** No longer accepts you purchasing gift cards to pay your Lowes charge accounts.

**How to reach Scrip Coordinator:** Amy Zakrzwski - Home: 724-872-4516 and / or E-mail: [amyscrip@comcast.net](mailto:amyscrip@comcast.net). Please do not call my home after 8:00 p.m.

**"Shop With Scrip"** – You can place your scrip order online at [www.ShopwithScrip.com](http://www.ShopwithScrip.com). Put your order on-line the evening before the due date. Then send your check and a printout of your order into school in your scrip envelop on or before the due date. See instructions for enrolling in the on-line order system. If you are not able to print out your order, please send in your check and we will be able to pull up your order online.